

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 17000EDUC	DATE (3) April 1, 1997
ORGANIZATIONAL UNIT FAC: Education Programs	Page 1 of 3 Pages (4)	
ADDRESS (number, street, city) All Institutions	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-114	

ITEM NUMBER (Triple between (6)	CUBIC FEET (space itema) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a l (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
FAC			<p><u>Education Programs</u></p> <p>This Records Retention Schedule (RRS) defines the retention, disclosure and destruction requirement for all inmate educational (e.g., academic and vocational) records.</p> <p>The Institution Education Program (supervisor of correction education programs [SCEP]) is responsible for providing the available programs to the inmates.</p>								<p><u>Mandated by:</u> DOM 53090, Public Law 98-524, Adult Basic Education 321 Federal Grant, Vocational Education Act.</p> <p><u>Retention:</u></p> <p>Media (Column 10): P=Paper.</p> <p>Vital Records (Column 11): Critical to perform Department's basic functions (e.g., Inmate/Parolee Central File and Records) after a disaster.</p> <p>Columns 12 through 16 are clarified in Column 17, Remarks.</p> <p><u>Disclosure Restrictions:</u> (Column 16)</p> <p>X: Exempt from public review per the Public Records Act, Government Code Section 6254.</p> <p>XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40.</p>

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											<u>Destruction:</u> Nonconfidential: recycle. Confidential or exempt (Column 16): shred. Historical (Column 8): Transfer to the State Archives. Do not destroy.
0025		Hold / Retain Archives	Educational Curriculum Records include academic or vocational instructional course outline and planning materials for inmate educational classes.	P		A+2	0	0	A+2		Retain in the office as active until updated. When updated, institutions will destroy the copies. EIPU will retain the originals two additional years, then forward to the State Archives.
0050		Hold / Retain Archives	Vocational Job Market Surveys Surveys completed to determine the need for inmate vocational career training in the job market.	P		A	2Y	0	A+2Y		Retain in the office as active until updated, then retain two years (in the Local Archives)
0075			Inmate Educational Progress Reports: CDC 128E Education Progress Report, CDC 128E (e.g., inmate report card), distributed quarterly.	P		A+1Y	0	0	A+1Y	XI	Retain in the office as active until the information is transferred to forms CDC 153 and CDC 154 and completion of the annual inmate case record review, then retain one year. (Retain in inmate education file prior to destruction.)
0100			Educational Leave or Salary Incentive Course: CDC 401 CDC staff requests for educational leave and/or salary incentive course.	P		2Y	0	0	2Y	XI	Retain in the office for two years (office).

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0125			Inmate Education Transcript Inmate educational credits from all educational institutions.	P		A	0	0	A	XI	Retain in the inmate educational file per retention instructions.
0150			Inmate Teachers Workfile Consists of the inmate educational contract, test data and daily assignments.	P		A+6 M	0	0	A+6 M	XI	Retain in the office as active until the completion of the program (or inmate transfer) and all scores are transferred to appropriate forms, then retain six months
0175			Inmate Permanent Class Record: CDC 151 Permanent class record (PCR) (CDC 151) of inmate status and attendance record.	P		A+2Y	0	0	A+2Y	XI	Retain in the office as active until the information is transferred to the Inmate Tim Card (CDC 191), then retain two years.
0200			Inmate Education File Consists of various inmate educational records: Education transcript; education progress report (CDC 128E); Vocational Training Evaluation Form (CDC 153); Educational Record Classes (CDC 154; Certificates (CDC 158); etc..	P		A	0	0	A	XI	Retain in the office as active until the inmate is transferred to another institution or parole region or completes all necessary educational programs. When the Inmate Transfer List or notification is received from Case Records Section (CRS), forward the active or inactive inmate Education File immediately to CRS. Records not forwarded immediately, must be forwarded directly to the appropriate institution, Parole Region CRS or to the Departmental Archives if discharged.